

Rubric for Assignment #1: Definitions and Descriptions

Criteria	4 exceeds requirements	3 meets all requirements	2 meets most requirements	1 meets some requirements	0 fails to meet requirements
CONTENT Completeness/Length: Does the glossary contain at least 20 terms? Does the info sheet fill two pages? Is the memo 1–1.5 pages?					
Readability: Are the definitions written in a clear and concise manner? Does the writer avoid using jargon and acronyms in the definitions? Is the info sheet easy to follow?					
Relevance: Do all terms in the glossary relate to the field the writer selected? Does the writer avoid details that have no connection to the topic? Does the info sheet <i>describe</i> (rather than <i>instruct</i>)?					
Creativity: Does the writer use a variety of techniques to define and describe technical concepts?					
Arrangement: Does the writer group topics and details together in a logical manner? Are the documents well organized?					
RHETORICAL EFFECTIVENESS Audience: Do the documents address a specific audience in a specific setting? Does the writer tailor the material to the reader's level of understanding? Does the material fit the context?					
Reliability: Does the writer establish a tone of competence and trustworthiness appropriate for the situation and audience?					
Reflection: Does the reflection memo show the writer's thought process in composing the glossary and info sheet?					
Persuasion: Does the reflection memo justify the choices the writer made in creating the glossary and info sheet?					
DOCUMENT DESIGN Appearance: How professional is the overall appearance of the two primary documents?					
Consistency: Do the documents use fonts, margins, borders, headings, emphasis strategies, etc., consistently?					
Graphics: Does the writer use at least one original or adapted graphic? Do the graphics complement the written text, and vice versa?					
CITATIONS Credit: Does the writer give credit where credit is due?					
Graphics: Are the graphics cited, labeled, and captioned as necessary?					
Consistency: Does the writer use a consistent citation style throughout the documents?					
References: Does the writer include references that would enable a reader to find the original sources?					
STANDARD WRITTEN ENGLISH Spelling: Do the documents contain any spelling errors?					
Grammar & Mechanics: Do the documents follow standard guidelines for formal workplace writing?					
Overall Grade					